



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 27, 1976	1. Agency Address Department of Human Resources Division of Physical Health Epidemiology Unit 47 Trinity Ave., Room 12-H Atlanta, Ga.	Application Number 76-183-76-187	Date Received MAY 27 1976
Application Number DHR-65		Date Completed JUN 16 1976	Telephone Number 656-4764
2. Person to Contact Dr. J. E. McCroan		Working Title Director	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest Present	5. Records Series Title (followed by title used in office, if different) Epidemiology Program Report Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State. Immunization Unit has the responsibility to prevent and control measles, rubella, polio, diphtheria, tetanus, and whooping cough through conducting general intensive immunization programs in all geographic areas and population groups, effective application of epidemiologic and laboratory surveillance techniques, professional education, and the motivation and education of the general public.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: (See attached sheet) Included are:  File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

(See attached sheet)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Stuart H. Brown</i>	<i>5/25/76</i>	<i>William J. McDonald</i>	<i>5-26-76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>6-10-76</i>
		Secretary of State/Designee	<i>6-9-76</i>
		Attorney General/Designee	<i>6-15-76</i>

76-183 Amended 2/5/79 See 76-183-A

1. Immunization Monthly Report Files

Documents relating to the documentation of immunization reports of children and adults submitted from County Health Departments.

Included are DHR Immunization Reports (DPH/DCS(3)-119 identifying county name and code number, month and year, type of immunization, (measles, rubella, tetanus, etc), and age group breakdown.

Files are arranged chronologically by month and year thereunder alphabetically by county.

Destroy upon receipt and verification of immunization quarterly report.

76-184  
2. Immunization Quarterly Report Files

Documents relating to maintaining quarterly compilations of the number of immunizations of children and adults as submitted to the DHR Immunization Unit by County Health Departments.

Included are computer listings identifying the county, number of immunizations by type, dose, age, sex, and race prior to 1970 - Since mid 1973 just type and age.

Files are arranged chronologically by quarter, thereunder by county code number.

Immunization Unit - Cut off at the end of each calendar or fiscal year; hold in current files area for 3 years; then destroy.

District & County Offices - Destroy upon receipt and verification of annual summary report.

76-185  
3. Immunization Annual Summary Report Files

Documents relating to maintaining annual summary compilations of the number of immunizations of children and adults as submitted to the DHR Immunization Unit by County Health Departments.

Included are computer listings identifying county, number of immunizations by type, dose, age, sex and race. - Since mid-1973 just type and age.

Files are arranged chronologically by calendar or fiscal year.

Immunization Unit - Cut off file at the end of each calendar or fiscal year; hold in current files area for ten years; then destroy.

Earlier destruction is authorized based on unit's administrative needs.

District and County Offices - Destroy when no longer needed for reference.

Arnel H. Keown  
approval signature

5/25/76  
date

76-186  
4. Immunization Certification of First Grade Inventory Files

Documents relating to compiling immunization statistics on first grade school children in city, county and private school systems.

Included are Immunization Inventory (DPH/DCS(3)-51), submitted by Health Program Representatives to the Immunization Unit identifying, county, name of school, first grade section, name of teacher, number of children enrolled, number of children immunized, number of children lacking certain immunizations, number of certificates signed by physicians and/or health clinics; Listings identifying the same information as mentioned above, broken down by Health District; city, county, and private schools.

Files are arranged chronologically by calendar year.

Immunization Inventory Form (DPH/DCS(3)-51) - Destroy upon receipt and verification of annual summary report.

Immunizations Certifications of First Graders Report - Cut off file at the end of each calendar year; hold in current files area for 10 years; then destroy.

76-197  
5. Day Care Center Immunization Survey Files

Documents relating to surveying licensed day care centers for immunizations reports for each child.

Included are Immunization Inventory of Day Care Centers (DPH/DCS(3)-50) identifying county, name and address of center, number of children enrolled, age group breakdowns, types and number of immunizations received, number of children who cannot receive immunizations, number of Certificates or Health Statements signed by private physicians, health department and military; Day Care Annual Inventory Listing identifying essentially the same information as mentioned above, broken down by age groups.

Files are arranged chronologically by calendar year.

Immunization Inventory Day Care Centers (DPH/DCS(3)-50) - Destroy upon receipt and verification of annual summary report.

Immunization Inventory Day Care Annual Report - Cut-off file at the end of the calendar year, hold in current files area for 10 years; then destroy.

Hubert H. Krown  
approval signature

5/25/76  
date